



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
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AirStaO 4650.3F  
MCAS SUR3  
2d MAW SC-102

**22 AUG 2000**

## AIR STATION ORDER 4650.3F

From: Commanding General, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRANSPORTATION PROCEDURES

Ref: (a) MCO 4650.36A, Passenger Transportation Reservation and  
Ticketing Services  
(b) Navy Travel Regulations (NOTAL)  
(c) Joint Federal Travel Regulations (NOTAL)  
(d) Joint Travel Regulations (NOTAL)  
(e) AirStaO 5512.7J, Passports

1. Purpose. To update the local policy and procedures for obtaining transportation services for personnel assigned Temporary Additional Duty (TAD).

2. Cancellation. AirStaO 4650.3E.

3. Background. TAD orders are defined as orders which involve a journey away from the individual's duty station in the performance of prescribed duties at one or more places and direct return to the starting point upon completion of such duties.

4. Information. It is the responsibility of the Traffic Management Office (TMO) and the policy of Department of Defense (DoD), as set forth in references (a) through (d), to utilize the lowest overall cost to the Government when providing transportation services consistent with the requirements of the mission. Efficient processing of personnel orders, coupled with prompt personnel response within the limits established by this Order, will avoid overtime costs and the utilization of premium transportation services. In keeping with policy and to conserve limited TAD funds, the following guidelines are provided:

a. Transportation Requests. Travel reservations should be scheduled as soon as the requirement is known or 10 working days prior to the date travel is to commence. This will allow time for advance reservations and maximum utilization of Government facilities and resources, i.e. Government transportation, messing and quarters, whenever available.

b. Mode of Travel. The mode of travel selected will be that which satisfactorily meets requirements/accomplishment of the mission, at the lowest overall cost to the Government. If the traveler desires (and the command approves) to perform travel via privately-owned vehicle (POV), the TAD orders should have an "X" in the block indicating "POV authorized as being more advantageous to the Government." If POV is not advantageous but still approved, the travel orders should reflect this and show the constructive cost provided by the Passenger Transportation Division of TMO (the traveler will be reimbursed up to what it would have cost the Government had the ticket been issued).

c. Unused Tickets. Unused commercial airline tickets are a common and recurring problem associated with TAD travel. These tickets commit funds for an extended period of time while being processed. If the TAD is canceled or postponed, any airline tickets or Government Transportation (GTR), along with a complete copy of the original orders, should be turned in to the Passenger Transportation Division on the first workday the cancellation or postponement is known. In many cases the tickets can be turned in to the Commercial Travel Office (CTO) prior to the Government being billed. The CTO is co-located at the Traffic Management Office.

d. Passports:

(1) As outlined in reference (e), personnel traveling on orders to a country requiring a passport and/or visa, can make a passport appointment with the Passport Section of TMO by calling 466-4044. Normal processing time for passports is three to four weeks.

(2) Passport appointments should be made no earlier than 60 days but not later than 30 days prior to departing the country. A passport requested for delivery in under 30 days must have a letter requesting expedite action accompanying the DD Form 1056.

(3) Units must provide the original passport authorization form (DD Form 1056) and four copies to the Passport Section of the Passenger Transportation Division. Only U.S. citizens may apply for a U.S. passport.

(4) Passport applicants must bring two (2) copies of orders or Automated Written Order Procedures (AWOP), certified original birth certificate, original Naturalization Documents, or previous U.S. passport, completed passport application (DSP 11), and picture identification to their scheduled appointment.

5. Action

a. Commanding Officers/Officers in Charge/Traveler

(1) As soon as travel requirements are known, either the CTO (252-466-2106), or the Passenger Transportation Division (252-466-3342) must be contacted to make appropriate travel reservations. First and last names, rental car (if applicable, must be authorized in the TAD orders), departure time and date, destination(s), and return dates are required for a complete itinerary. The limited commercial transportation facilities in the immediate area impose some scheduling difficulties. Therefore, requests should be submitted at the earliest possible date. Orders are not necessary to make reservations.

(2) When making reservations for international travel, U.S. Federal Regulations state that an emergency contact name and phone number is required along with the full name of the traveler to avoid increased check-in time and congestion at the airport.

(3) When making reservations for 10 or more passengers, full first and last names must be submitted to the Passenger Transportation Division not later than five (5) working days prior to the projected flight date.

(4) Ensure that travel orders are prepared and provided to the traveler as soon as possible prior to departure. A legible copy of the orders must be submitted to the Passenger Transportation Division (bldg. 298) or faxed to 252-466-3570 not later than two (2) working days prior to the scheduled flight date. This allows ample time for the orders to be reviewed and for the tickets to be processed.

(5) In the event that the travel orders reflect "GOVERNMENT AIR DIRECTED, COMMERCIAL AIR AUTHORIZED IF NOT AVAILABLE", the traveler's TAD orders must be endorsed by personnel from the flight line at the air terminal, to indicate that Government Air is not available. When Government Air is available and meets the travel requirements of the mission it must be used. When Government Air is not available, commercial reservations will be made. However, reference (d) prohibits the issuance of commercial airline tickets as a back-up for Government Air.

(6) Notify the Passenger Transportation Division of any cancellations or changes to travel reservations as soon as they arise. Authorize rental car pickup and delivery at a major airport in the TAD orders, (i.e., a traveler going to El Toro, CA may be authorized to pickup and deliver a rental car at Los Angeles, CA vice Orange County Airport, CA).

b. Supply Directorate, Traffic Management Office

(1) Receive initial reservation request from Unit, individual traveler, or the CTO.

(2) Receive advance copy of orders from order writing activity or individual traveler.

(3) Review orders and reservation for correct name, destination, departure and return dates, appropriation data, and rental car authorization, if applicable.

(4) Prepare Request for Transportation Services (RTS) and provide the CTO with the original copy for ticketing.

(5) Update the Advance Government Transportation Request (AGTR) system with the proper ticket number and price.

(6) Provide a transportation endorsement on the original orders.

(7) Issue commercial tickets to the individual traveler or personnel authorized in writing by the traveler's unit.

(8) Periodically provide a Survey (Train, Plane, Rental Car, etc.) to travelers to monitor the quality of service being provided by the transportation industry.

(9) In the event that the CTO is not available, prepare a GTR for transportation in lieu of a commercial ticket.


(10) Process passport paperwork through the appropriate office (Marine Corps Passport Service, U.S. State Department, etc.).

(11) Provide the constructive cost on the original orders for individual's traveling via POV.

(12) Receive any unused commercial tickets and provide a copy of receipt for unused tickets to the traveler or authorized person.

6. Summary of Revision. This Order contains significant changes and should be reviewed in its entirety.

7. Concurrence. The Commanding Officers, Naval Aviation Depot, Naval Hospital, and Combat Service Support Detachment-21 concur with this Order insofar as it pertains to members of their command.



T. D. ROGERS  
Chief of Staff



W. C. DARNIER  
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